

SECTION 11.0 MOTIONS AND RELATED FILINGS – CIVIL

11.1 Filing Procedures

All documents must be converted from their original word processing format to PDF format **before** they can be posted to the ECF system. Select “Next” at any time to proceed to the next screen.

Select **Motions** under **Motions and Related Filings** to bring up a list of motion types. Choose the motion type that is most specific to the document you are filing. (See [Appendix A](#) for a complete list of motion types.) Motion type “order” may be used *only* if you do not find a specific motion type which matches your document. Multiple motion types may be selected simultaneously. (See [Section 3.3\(d\)](#)).

(a) Case Selection Screen

Type in the case number. Cases should be entered in the YEAR-NUMBER (yy-####) format. Always include a hyphen between the year and number. If the case number has not been entered correctly, an error screen will appear.

Note: A hyperlink to the docket sheet is also available on these screens. At any time during the document filing process, a user may click on the underlined case number denoting a hyperlink to the docket sheet.

(b) Select the Party Filer

Choose the party(s) filing the motion by either highlighting the individual name(s) or by **Select a Group** if the motion is filed by “All Plaintiffs” or “All Defendants”.

(c) Selecting the PDF file

This screen permits the user to upload the PDF file to the ECF System. The full path name of the file can be entered in the window or the user may choose the “Browse” button which activates the user’s browser dialog box.

The browser dialog box allows retrieval of the PDF file to upload. The user may have to work through several directories to locate where the PDF file is stored. That directory will then become the default directory during the remainder of the active session. Select “All Files” in the “Files of type:” box and search for the PDF document to upload. Highlight the file and hit “Open”. The user may also verify the actual document selected by highlighting it, right clicking, and selecting “open” from the drop down menu. Adobe Reader will launch and the file will be displayed. The full path name of the file will appear in the PDF file upload box. If there are no attachments to the document, select “Next”.

If there are attachments, (i.e, exhibits or attachments to the principle pleading which were created in separate word processing files), select “yes” at the

"Attachments to Document" prompt and select "Next". Select the PDF filename of the document you are filing by typing in its full path name or click on "Browse" to search for that file. Select the type of attachment by selecting from the drop down menu below "Type". To more fully describe the attachment, click in the "Description" box and type in a *brief* description. Information which is entered in the prompt box will be pulled into the docket text. Select "Add to List". If there are additional attachments, repeat this sequence for each one. When finished, select "Next".

(d) Modifying the Docket Text

Choose from the drop down list any modifiers which should precede **Motion** in the docket entry and add any additional descriptive text in the blank text box. Any user supplied text will appear in *italic type* on the docket sheet.

(e) Final Approval Screen

This is the last opportunity for the user to review the entries. If there are errors, use your browser's *BACK* key to access the appropriate screen. Select "Next" when the transaction is complete and ready to transmit, or the user may abort the transaction by clicking on any of the menu selections visible across the top of the screen.

(f) Notice of Electronic Filing

This screen will affirm that the document has been posted to the docket. The electronic document stamp is generated from the contents of the PDF file submitted and is proof of filing. This screen also displays which attorneys have been notified via E-mail of the submission. It also lists those attorneys or litigants who have not received electronic notification from the system. Those parties not registered to receive electronic notification must be served with paper copies. This screen may be printed. It is, however, saved by the system and may be viewed through the Docket Sheet Report. (See [Section 5.2.](#))

11.2 Responses and Replies

Events in this category include both pleadings that are related to motions and pleadings which are not. (See [Appendix A](#) for a complete list of **Responses and Replies**). After selecting the appropriate **Response** or **Reply** event:

(a) Case Selection Screen

See [Section 11.1\(a\)](#) above.

(b) Select the Party Filer

See [Section 11.1\(b\)](#) above.

(c) Selecting the PDF file

See [Section 11.1\(c\)](#).

(d) Brief in Support, Brief in Opposition, Reply Brief in Support

When electronically filing these documents *only*, you will see the message:

Select the appropriate event(s) to which your event relates:

Below the message will be a list of all pending motions in the case. Check the box next to the motion your brief is related to.

(e) Modifying the Docket Text

Add any additional descriptive text which should appear in the docket entry in the blank box. Any user supplied text will appear in *italic type* on the docket sheet.

Proceed with Final Approval Screen and with Notice of Electronic Filing as in **Motions**.

(f) Objection to Report and Recommendations

When electronically filing this document, you will see the message:

Select the appropriate event(s) to which your event relates:

Below the message will be the Report and Recommendation with the box already checked. Hit “Next”.

Proceed with Modifying the Docket Text, Final Approval Screen and with Notice of Electronic Filing as above.